

Maine State General Schedules – Revised June 2015 (Vendor Series)

General Schedule Number: 1 Vendor Series

1 BIDS, REQUISITIONS & PURCHASE ORDERS

Prices submitted by vendors; prices received on special commodities; requisitions.

Agency of Record:	Division of Purchases
Retention of Record Copy:	7
Disposal:	Destroy
Retention of Copies:	3
Date Adopted:	6/4/2015

2 PETTY CASH

The records being retained will include the requests for a petty cash check, possibly the request for reimbursement, bank statements, checkbook registers; cancel/voided checks, deposit slips and documentation; and miscellaneous correspondence regarding the petty cash account.

Agency of Record:	Creating Agency
Retention of Record Copy:	7
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	10/23/2008

3 DELIVERY SLIPS

Confirmation of delivered materials. (Previously kept as contents duplicated on third copy of purchase order).

Agency of Record:	Creating Agency
Retention of Record Copy:	3
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	6/4/2015

4 VENDOR'S INVOICE

Invoice sent to agency by vendor for payment.

Agency of Record:	Accounts & Control
Retention of Record Copy:	7
Disposal:	Destroy
Retention of Copies:	3
Date Adopted:	12/7/1990

5 ACCOUNTS PAYABLE

Accounts payable sent to agency by Accounts and Control to authenticate payment.

Agency of Record:	Accounts & Control
Retention of Record Copy:	7
Disposal:	Destroy
Retention of Copies:	3
Date Adopted:	12/7/1990

¹ Unless noted retention times are in terms of years. If there is a retention time for Retention of Copies, this will be the responsibility of the Creating Agency; unless noted, this is disposition destroy.

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6 EXPENSE ACCOUNTS ET AL

Expense accounts, utility bills, cell phone billing, health insurance bills and inter-departmental bills.

Agency of Record: Accounts & Control
Retention of Record Copy: 7
Disposal: Destroy
Retention of Copies: 3
Date Adopted: 6/4/2015

7 VENDOR SERIES CORRESPONDENCE

Incoming or outgoing correspondence in any media format relating to the vendor series.

Agency of Record: Creating agency
Retention of Record Copy: 3
Disposal: Destroy
Retention of Copies: N/A
Date Adopted: 6/4/2015

8 CONTRACTS and RFP's

Contracts for services performed by non-state agencies.

Agency of Record: Division of Purchases
Retention of Record Copy: 7
Disposal: Destroy
Retention of Copies: 3
Date Adopted: 6/4/2015

9 CHECK CANCELLATIONS

Forms used to request cancellation of a State check, and forms used to request replacement check (including forgery application).

Agency of Record: Accounts & Control
Retention of Record Copy: 7
Disposal: Destroy
Retention of Copies: 3
Date Adopted: 3/11/1991

(Series 10 is obsolete)

11 INTERNAL SELLER'S BILL

Intra-governmental bills (one State agency billing another for goods or services) and related forms.

Agency of Record: Accounts & Control
Retention of Record Copy: 7
Disposal: Destroy
Retention of Copies: 3
Date Adopted: 3/11/1991

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12 DEBTOR INVOICE

Accounts receivable invoices (bills sent by the State to individuals, businesses, etc. for goods or services) and related forms, including the invoice transaction input form.

Agency of Record:	Accounts & Control
Retention of Record Copy:	7
Disposal:	Destroy
Retention of Copies:	3
Date Adopted:	3/11/1991

13 PAYMENT VOUCHER FORM

Keep with related series, or retain agency copy 3 years if kept separately.

Agency of Record:	Accounts & Control
Retention of Record Copy:	7
Disposal:	Destroy
Retention of Copies:	3
Date Adopted:	3/11/1991

14 ACCOUNTING DISTRIBUTION SHEET

Keep with agency copy with related record series. If kept separately, retain 3 years and destroy.

Agency of Record:	Accounts & Control
Retention of Record Copy:	7
Disposal:	Destroy
Retention of Copies:	3
Date Adopted:	3/11/1991

15 ACCOUNTS PAYABLE TRANSMITTAL FORM

Accounts payable transmittal form to accompany payment voucher submitted to Bureau of Accounts & Control.

Agency of Record:	Accounts & Control
Retention of Record Copy:	7
Disposal:	Destroy
Retention of Copies:	3
Date Adopted:	3/11/1991

16 PROCUREMENT CARD RECEIPTS

Receipts documenting use of State-issued employee procurement cards.

Agency of Record:	Creating Agency
Retention of Record Copy:	7
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	6/4/2015